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The Intermediate Unit of School Administration for Polk County Schools.
Polk County Public Schools, Des Moines, Iowa.
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Identifiers-Iowa, *Polk County

The Intermediate Administrative Unit of Polk County, Iowa is outlined in this document. Items discussed include board of education philosophy and policy, personnel, educational services, administrative organization, county board of education and superintendent relationships, county board and local board relationships, budgeting, and fiscal matters. A chart depicting student enrollments by grade level and school concludes the document. (SW)

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# THE INTERMEDIATE UNIT of SCHOOL ADMINISTRATION for POLK COUNTY SCHOOLS

Des Moines, Iowa
September 1967

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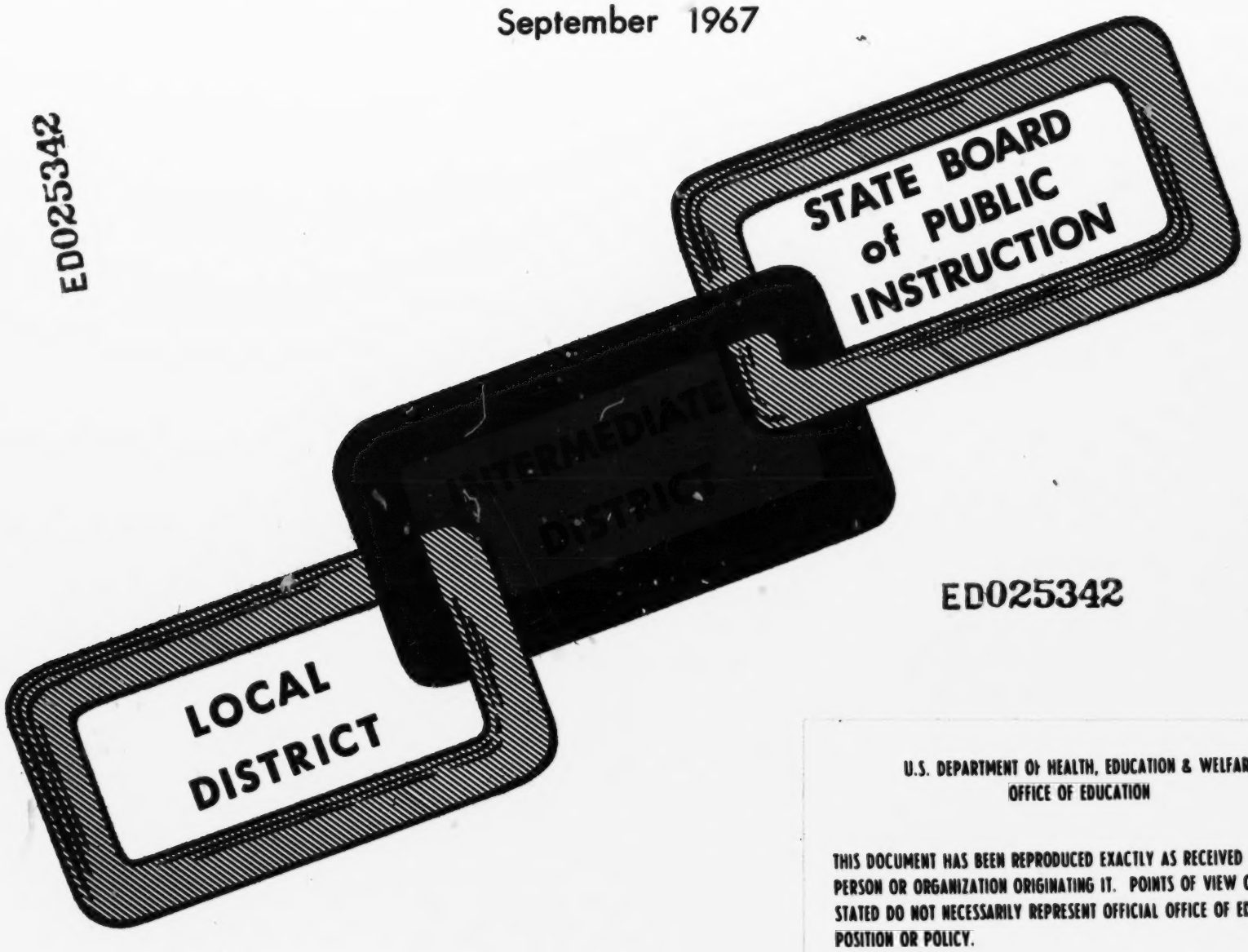


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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Polk County Board of Education
R. C. Norris, Superintendent
112-116 Eleventh Street
Des Moines, Iowa 50309

Telephone - 284-6171

RC 002669

THE POLK COUNTY BOARD OF EDUCATION BELIEVES.....

the creation of larger school districts strengthen and preserve local autonomy,

there is little danger that truly strong school districts will become dominated by the State,

reorganization of school districts and the development of the Intermediate Unit of school administration must be done simultaneously,

school districts able to provide better programs should not be restricted from doing so by the State,

when the school district can not provide the necessary program and staff to meet the educational needs of the persons to be educated, the Intermediate Unit should make them available to any who request them,

all personnel employed by the Polk County Board of Education shall serve local school districts under the direct control and supervision of the local school administrator,

the Intermediate Unit of school administration should serve local districts only on request of the local board of education and administrator.

TO MEET THE EDUCATIONAL NEEDS
OF ALL POLK COUNTY CITIZENS IS THE
PRIMARY OBJECTIVE OF THE POLK COUNTY BOARD OF EDUCATION

## POLK COUNTY BOARD OF EDUCATION POLICY BASIS

## FOR SERVING LOCAL DISTRICTS

The County Board of Education has two important functions:

1. Equalization of educational opportunities for all persons living in the intermediate district (county).

2. Equalization of taxation costs of education.

A further definition of Policy:

A. Services offered by the County Board of Education are determined cooperatively on a district oasis with representation from each district of the county involved.

B. Any service provided by the county is offered to all districts and is available to all who request it without any exceptions or favors.

C. Services offered are based on the educational needs of the county school districts and are developed on the principle of providing equal educational opportunity for all county residents.

D. When it is apparent that there is some interest in a given service, all districts should be involved to explore the issues involved before the County Board of Education will consider offering a new service.

E. Homogeneity of the populations between districts is no less than within districts, and consequently services offered by the County Office which can profitably be used by one district could be used by all districts requesting them.

F. When a specific service can be provided more efficiently and economically by each district financing its own and without sacrificing the needs of some children in the county, they should be so provided.

G. It is believed that small districts may at times need to cooperate with the large districts, and that the large districts have an obligation to assist and cooperate with small districts when considering the educational needs of all and in the determination of services to be provided by the County Board of Education.

# POLK COUNTY BOARD OF EDUCATION
# PERSONNEL AND SERVICES

The Polk County Board of Education, like all other county boards in Iowa, consists of five members. They are elected by the people and serve without compensation for a term of six years.

Elections for the County Board Members are held on the regular school election day, the second Monday in September, in the odd numbered years. Two members will be elected in 1969, two in 1971, and one in 1973. Terms of office begin on the first Monday in October in the odd numbered years.

PRIMARY PURPOSE: TO MEET THE EDUCATIONAL NEEDS OF ALL CHILDREN, YOUTH AND ADULTS LIVING IN POLK COUNTY.

Members as of September, 1967

| | Term Expires |
|---|---|
| Ralph I. Lynn, Chairman, West Des Moines, Iowa | 1971 |
| Mrs. John W. Carr, Vice-Chairman, Des Moines, Iowa | 1973 |
| Don Boda, Polk City, Iowa | 1971 |
| Clarence R. Oleson, Bondurant, Iowa | 1969 |
| Justin J. Stiffler, Mitchellville, Iowa | 1969 |

The Secretary of the county board of education is always the county superintendent.

The Treasurer of the county board of education is always the county auditor.

# PERSONNEL OF THE COUNTY STAFF

SEPTEMBER, 1967

Telephone 284-6171

| | |
|---|---|
| Betty M. Atwood | Curriculum Consultant |
| Berth Ann Bockhaus | Speech Clinician |
| Darold J. Brophy | Programmer, ACCESS |
| Lenore R. Chapman | Speech Clinician |
| Roderick H. Chisholm | Supervisor, Bookmobile |
| Bill M. Clark | Research & Development Coordinator |
| Helen Coe | Assistant Director, IMPACT |
| Dean D. Crocker | Area Coordinator, ACCESS |
| Linda M. Emery | Teacher, Child Guidance Center School |
| Virginia F. Fenimore | Audiometrist |
| Glenna M. Freitag | Administrative Assistant |
| Donald L. Gannon | Teacher, Juvenile Home School |
| Robert C. Gibson | Director, Pupil Personnel Services |
| Patricia Goldberg | Research Assistant, IMPACT |
| John A. Gustafson | Guidance Consultant |
| Michael A. Herzoff | School Psychologist |
| Marvin W. Ingle | Project Coordinator, ACCESS |
| Ralph H. Jorgensen | Director, General Education |
| Frederick H. Krueger | Speech Clinician |
| Donald D. Kurth | Hearing Consultant |
| Clifford L. Makohoniuk | Special Project Director |
| Gerald L. Meyers | Teacher, Juvenile Home School |
| K. W. Miller | Assistant County Superintendent of Schools |
| Lee Mitchell | School Psychologist |
| Richard M. Morris | Consultant, Mental Retardation |
| Fern O. Murray | Audiometrist |
| Elwin C. Nielsen | Director, IMPACT |
| Ralph C. Norris | County Superintendent of Schools |
| Carla S. Phillips | Speech Clinician |
| Marjorie Sander | Audiometrist |
| Margaret S. Shinn | Teacher, Juvenile Home School |
| Emma L. Short | Audiometrist |
| Harry K. Smith | Teacher, Juvenile Home School |
| Janice S. Smith | Music Consultant |
| Paul A. Spong | Hearing Clinician |
| Mildred A. Springer | Speech Clinician |
| Gary K. Tschantz | School Psychologist |
| Ronald Vander Meyden | Technical Director, Data Processing |
| Marion G. Vande Wall | Area Coordinator, ACCESS |
| John E. Winslow | System Analyist-Programmer, ACCESS |
| Doris E. Wood | School Psychologist |
| Rosemary A. Wood | Supervisor, Data Processing |
| William G. Wynveen | School Psychologist |

## PERSONNEL OF THE COUNTY STAFF (Continued)

Gretchen L. Alvestad. . . . . .Certification Clerk
Kris L. Anderson. . . . . .Secretary, Pupil Personnel Services
Patricia A. Anderson. . . . . .Secretary, Superintendent
Rita J. BeLieu. . . . . Secretary, General Education
Kathleen Cox. . . . . Bookmobile Clerk
Jean N. Emerson . . . . . .Secretary, Assistant Superintendent
Connie M. Haning. . . . . Key Punch Operator, ACCESS
Athalene M. Heck. . . . . Audio-Visual Clerk
Marlene Hethershaw. . . . . Key Punch Operator, ACCESS
Linda K. Jennings . . . . . .Secretary, ACCESS
Neva B. Keepers . . . . . .Library Clerk, Title II
Linda J. Kreiss . . . . . .Machine Operator, Data Processing
Willa Linder. . . . . Secretary, General Education
Lora Mallams. . . . . .Library Clerk
Florence McDermott. . . . . .Secretary, Pupil Personnel Services
Jennie M. Perry . . . . . Key Punch Operator, ACCESS
Ana Ramirez . . . . . Key Punch Operator, ACCESS
Betty L. Riechenbacher. . . . . .Library Clerk, Title II
Susan Selden. . . . . Key Punch Operator, ACCESS
Anna C. Simpson . . . . . Key Punch Operator, ACCESS
William H. Symington. . . . . Machine Operator, ACCESS
Mildred W. Weeks. . . . . Sight-Saving Clerk
Ralph A. Williams . . . . . Film Inspector, Title II
Linda C. Wolfe. . . . . .Library Clerk, Title II
Mickie Ann Woodmansee . . . . . Key Punch Operator, ACCESS

## POLK COUNTY BOARD OF HEALTH

| | |
|---|---|
| Charles Harvey (Chairman) | 244-3261 |
| R. G. Hatchitt, D.O. | 265-4436 |
| C. Boyd Granberg | 279-7380 |
| Doris Davis | Sheldahl 687-2391 |
| Arlene Townsend | 967-4177 |

## DES MOINES-POLK COUNTY HEALTH DEPARTMENT
Argonne Armory, Des Moines, Iowa
Telephone - 283-2611

| | |
|---|---|
| Dr. Julius Conner, Director | Ext. 263 |
| Melvin Lightner, Health Education Director | Ext. 353 |
| Robert Meyers, County Sanitarian | Ext. 352 |
| Russell Quick, County Sanitarian | Ext. 352 |
| William Thompson, County Sanitarian | Ext. 352 |

## REGIONAL HEALTH OFFICE #5
420 State Office & Laboratory Building
East 7th & Court
Des Moines, Iowa
Telephone - 281-5806

| | |
|---|---|
| Marie Ross, Regional Office Secretary | 281-5264 |
| John R. Villines, Sanitarian | 281-5345 |

## DESCRIPTIVE REPORT OF EDUCATIONAL SERVICES
## POLK COUNTY, IOWA

All personnel serve local schools under a policy statement found on pages 23, 24, 25, 26, 27, and 28 of this pamphlet.

The county has nine school districts providing K-12 education. Every district is served by one or more and in most cases all of the services which are provided from the county level. The total enrollment, including Des Moines, is about 60,000 students. Detailed enrollment information is found on page 29. The private school enrollment is about 10,000 students.

The expenses for personnel and services are carried by a county tax on property, about ten per cent by the state funds for the support of the special education programs of the Department of Pupil Personnel Services and by federal funds.

A library and equipment pool of materials for partially sighted and partially hearing children is being developed in cooperation with and with financial assistance of the State Division of Pupil Personnel Services.

Some funds have been made available under the National Defense Education Act for guidance and audio-visual aids in science, mathematics, social science, language arts and foreign languages.

The budget of the county board of education is financed by a tax levied over the entire county, including the city of Des Moines. This tax is certified by the county board of education for collection, as in the case for each local board of education budget.

The special education personnel include the Director, five psychologists, six speech clinicians, two hearing clinicians, a consultant for mental retardation, and a coordinator of guidance and group testing. Special class teachers are employed at the Child Guidance Center Day Treatment School and the Juvenile Home School. The Director is responsible for a program of in-service education for special classroom teachers of the local school districts.

The services of the Department of Pupil Personnel Services are all integrated with the total county programs.

The General Education Department includes the Director, General Curriculum Consultant and two coordinators. One coordinator devotes his time and effort to an experimental preventative "dropout" education program and adult education, the other directs the high school equivalency program. A half-time employee is concerned with research and development at the county level, and when requested at the local level. A Music Consultant within the department works closely with local school music teachers on problems pertaining to curriculum and methods.

The General Education Department also provides library services, K-12, via a bookmobile to all urban local school districts. The audio-visual program includes 16 mm. film, filmstrip and music recording services to local schools in the rural and urban county area. Music recordings are also provided the city schools. Title II of P.L. 89-10 is administrated by the director of the department. This library also serves all children in a nine county area known as Area XI Services Unit. A Title III project under P.L. 89-10, called "IMPACT," is also administrated by the director of this department.

All professional personnel employed have advanced college degrees and teaching certificates. Most have taken additional graduate study in the specialized field for which they were employed.

The Sheriff has provided, when needed, a deputy at the disposal of the County Superintendent who assists in traffic safety and school boy patrol as needed.

The County Superintendent has by law been one of seven members of the County Board of Health. This board employs a County Director of Health jointly with the city of Des Moines. This director administers the public health program and advises on an educational program of health for the schools of the county. The Board of Health provides public health nursing services as needed for health education and also sanitarians who assist a great deal in administration of the health program. There has been some discussion regarding a full-time county school nurse; but since we have part-time services from the public health nurses functioning in the county, this plan has not been considered practical. Most local school districts provide their own school nursing services.

The county staff cooperates with the Des Moines Independent Community School District in the development of educational television programs, both during the school day and for adult night-time viewing. A General Advisory Committee is made up of both county and city staff members for the daytime programs, and lay persons for the adult programs. Representation on these committees from Boone, Jasper and Guthrie Counties is also assured since the county boards of these three counties provide partial financial assistance.

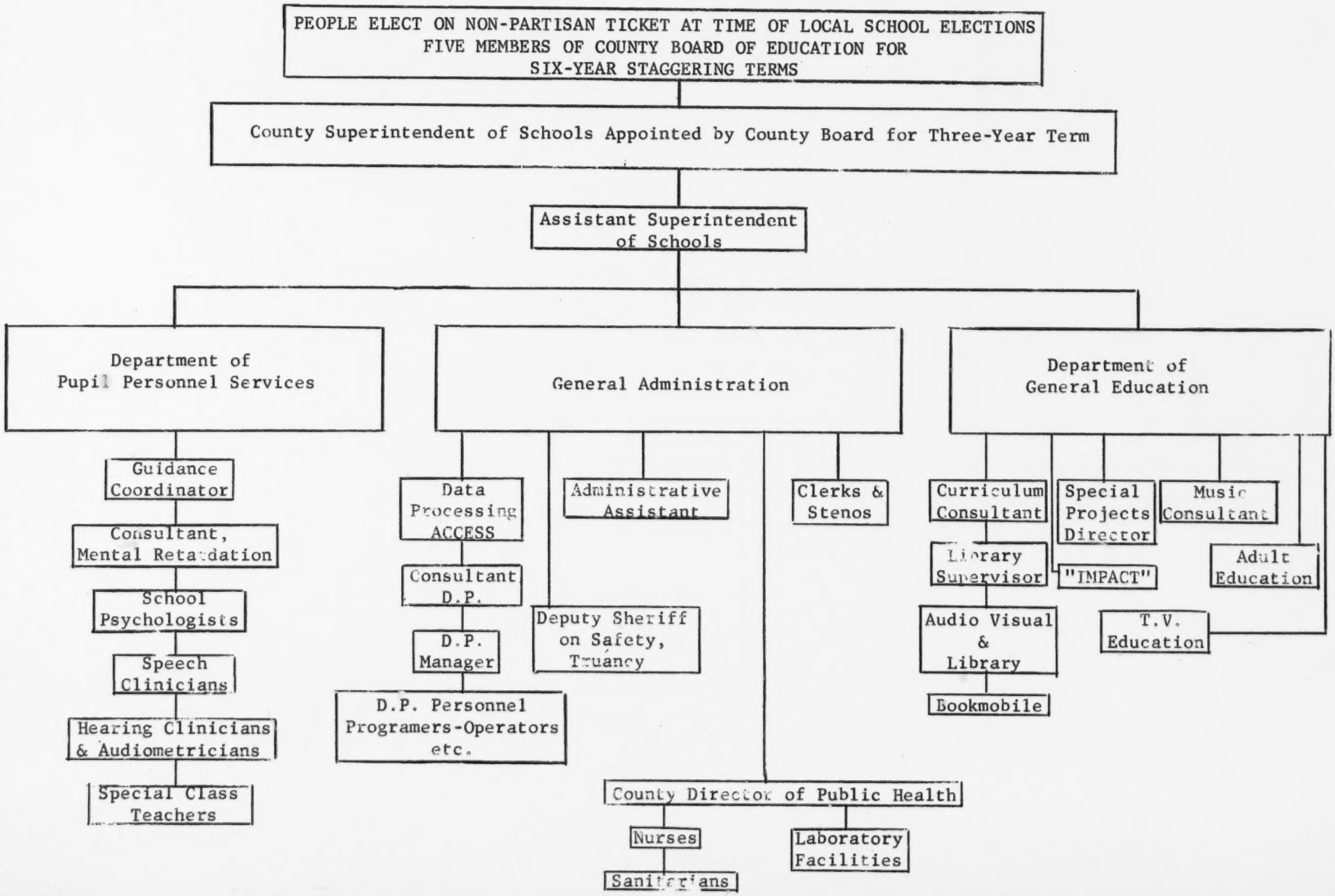
Three sub-committees of the General Committee to concentrate on elementary, secondary and adult education are advisory to the General Committee. The Director of Educational Television, the Des Moines Superintendent and the County Superintendent serve as the Executive Committee. Policy controlling the KDPS-TV programs and the operation of the station must be approved by both the city and the county boards of education.

Educational television has been operating long enough that it is no longer experimental in many of the offerings.

Title II of Public Law 89-10, Elementary and Secondary Education Act, is administered by the Polk County Board of Education and Superintendent for the nine counties comprising Area XI.

ACCESS, the educational data processing program, a Title III, P.L. 89-10, program for Area XI, is also administered by the Polk County Board of Education and Superintendent. ACCESS is the direct responsibility of the Assistant County Superintendent of Schools.

POLK COUNTY BOARD OF EDUCATION - ORGANIZATIONAL STRUCTURE



# RESPONSIBILITIES OF PROFESSIONAL STAFF

## DEPARTMENT OF ADMINISTRATION

### County Superintendent
Adult Education
Directs & coordinates activities of total staff
Delegates responsibilities to various staff members
Personnel recruitment & training
Administration & supervision
Serves under the direction of the County Board of Education in all areas as required by law
Research and development
Law enforcement
Public relations
Works with local district superintendents and boards of education to meet their district needs
Educational television

### Assistant County Superintendent
Assists County Superintendent
General school administration
Reorganization of districts
Certification & all records of teachers
School district budgets
Transportation
School building construction
Legal problems
Printing shop production
Data processing; ACCESS, Title III
Educational television
Coordination of detailed activities of office staff

### Administrative Assistant
Business management & bookkeeping
Public relations, traffic, reception
Process financial data required by State Department of Public Instr.
Compile data for district reorganization surveys & other studies

## DEPARTMENT OF GENERAL EDUCATION

### Curriculum Services
Improvement of instruction
In-service education of teachers
Selection of textbooks & other instructional materials
County library, audio-visual and bookmobile services
Remedial education, including drop-out prevention
Camping and outdoor living
Curriculum for all grades and subjects
Educational television
IMPACT, Title III
Title II instructional materials

### Music Education
Leadership in the organization of music educators in the schools
In-service education and consultant services for elementary and secondary teachers of music
Student workshops & clinics in performing, creating & listening to music
Curriculum evaluation & development
Curriculum library & study center for students and teachers
Liasion services between local, state & national agencies & organizations

## DEPARTMENT OF PUPIL PERSONNEL SERVICES

### Special Education
Intellectually handicapped instruction & consultative services
Educational & vocational consultative services
Speech & hearing clinical programs
Visually handicapped material library
Psychological consultation & evaluation
Juvenile Home educational program
Child Guidance educational program
Home & hospital bound teaching program

### Testing & Guidance
Supervise all group testing programs
Develop county testing & guidance services in schools
Meet and assist County Guidance organization
Take attendance problems to Court
Special counseling in guidance for junior and senior high students
Hold in-service teacher meetings
Supervise machine scoring of tests and analyze research data

A. Extent of Polk County Board of Education programs

From Headstart through Adult Education

B. Services in more than one county

1. Educational television

2. Administrative center for Title II materials

3. Administrative center for materials supplied by State for handicapped pupils and administrated by Special Education Department

4. Grantee of a Title III project in data processing, "ACCESS," for nine counties in Area XI

C. Public School pupils, K-12, in Polk County - 64,352

Private School pupils in Polk County - 7,600

Total pupils in Area XI - 121,600

D. Basic Activities

Pupil Personnel Department

1. Speech

2. Hearing

3. Psychologists

4. Guidance

5. Education classes for mentally retarded

6. Education classes for emotionally disturbed

General Education Department

1. Curriculum Advisory

2. Library Services

3. Curriculum Materials

4. Audio-Visual Library

5. Music Recording Library

General Education Department (Continued)

6. Research

7. Grantee for a Title III project for Polk County, "IMPACT," designed to improve creative teaching

8. Special projects such as Neighborhood Youth Corps, Dropout Prevention Program

Administrative Department

1. Legal Service

2. Miscellaneous administrative functions required by law

3. Printing services

4. Data Processing

Class scheduling
Grade reporting
Test scoring & analysis
Payroll writing
Census
Inventory
Computer usage by students as a tool in mathematics
Extension classes for credit in Data Processing for teachers

Personnel List

Superintendent - 1

Assistant Superintendent - 1

Pupil Personnel Director - 1

General Education Director - 1

Pupil Personnel Staff

Speech Clinicians - 6

Hearing Clinicians - 2

Psychologists - 5

Guidance - 1

Research - 1

Mental Retardation Consultant - 1

Pupil Personnel Staff (Continued)

Clerks - 2

Audiometricians - 4

Juvenile Home Teachers - 4

Child Guidance Center Teacher - 1

General Education Staff

Curriculum Consultant - 1

Music Consultant - 1

Special Projects - 1

"IMPACT" - Title III Staff - 5

Area XI Title II Materials - 3

Area XI State Depository for special materials for Special Education - 1

Polk County Library employees - 2

Clerks - 3

Bookmobile Driver - 1

Bookmobile Clerk - 1

Administration Staff

Administrative Assistant - 1

Clerks - 2

Data processing Polk County Staff - 3

Data Processing "ACCESS" Title III Staff - 4

Key Punch & Operators - 6

Clerk - 1

Budget - Polk County - $ 899,786

Federal Projects - 687,261

$1,587,047 - 1968

Amount to be raised by taxation - $755,816

Millage - 1.49

Per Pupil Cost Polk County $\frac{\$755,816}{64,352}$ = 11.75

Rural and City Concepts

Services to both

Child Guidance Services and Teaching

County-wide Hearing Program

County-wide Uniform Testing Program

Dropout Prevention Research Project

Educational Data Processing

Educational Television

"IMPACT" - Inservice Education of Teachers

Juvenile Home School

Legal Services

Sight Saving Materials Resource Center

Title II Materials and Library Services

Services to out-of-city only

Bookmobile

Development and supervision of Special Education Classes
Partial financial support

Psychologists (one works on Programed Learning Project for both)

Speech Services (one does TV program for all teachers)

Work Study Program and Mentally Retarded Program

## RELATIONSHIP OF COUNTY BOARD OF EDUCATION AND COUNTY SUPERINTENDENT OF SCHOOLS

The relationship of the County Boards of Education and the County Superintendents of Schools in Iowa is clearly established by law. The County Board of Education and the County Superintendent are to work as a team. This is definitely established by the law itself which reads, quote . . . . .

> "The County Board of Education appoints a County Superintendent of Schools - - -
>
> (273.14)[1]
>
> The County Superintendent shall attend all regular and special meetings of the County Board, and advise the board on all questions under consideration." (273.18)

It shall be the duty of the County Board after considering the recommendations of the County Superintendent, to exercise the following general powers:

(Twelve sub-sections - - 273.13)

In General the County Board - (273.12)

1. Determines and adopts policies
2. Adopts rules and regulations
3. Adopts minimum standards

---- AND ----

The County Superintendent shall under the direction of the board, exercise the following powers and duties:

(Thirty-one Specific Duties - - 273.18)

[1]Refers to Code of Iowa Section Numbers.

## RELATIONSHIP OF COUNTY BOARD AND STAFF TO LOCAL BOARDS AND SCHOOL DISTRICTS

### The County School System - Schools Included

The county school system shall embrace all the public school districts except independent and consolidated school districts that maintain four year high schools and shall be under the direction of the County Board of Education as provided in this chapter. Any independent school district or consolidated school district may become a part of the county school system upon approval by the voters of the district in the manner provided in chapter 278, and notifying the County Superintendent, the Superintendent of Public Instruction and the County Auditor, in which case the district shall become a part of the county school system on the first secular day of July next following. (273.2)

---- AND ----

### Names

School Districts created or enlarged under the provisions of this chapter shall be known as community school districts and shall be a part of the county school system . . . (275.27)

ALL NINE SCHOOL DISTRICTS ARE A PART OF THE COUNTY SCHOOL SYSTEM.

### Limited Powers and Duties of County Board and Superintendent

The County Board shall have the power to perform those duties and exercise those responsibilities which are assigned to it by law and which are not in conflict with the powers and duties assigned to the local board by law, in order to improve the county school system and carry out the objectives and purposes of the school laws of Iowa. (273.12-Sub-section 4)

Limited Powers - Continued

---- AND ----

The County Superintendent shall exercise any or all of the foregoing powers and duties and provide any or all of the foregoing services for any or all public schools not in the county school system when they indicate by board action the need for such services.
(273.18 - Sub-section 31)

Exceptions to Limited Powers

1. For County Board - (273.13)

   The County Board of Education shall:

   A. Select a county attendance officer. (273.13 - Sub-Sec. 2)

   B. Adopt rules and regulations, where deemed expedient, and make provisions for establishment and maintenance of county school libraries. (273.13 - Sub-sec. 6)

   C. Enforce all laws, rules and regulations of the Department of Public Instruction for the transportation of pupils to and from public schools in all districts of the county. (273.13 - Sub-sec. 7)

   D. Act with the County Superintendent as an appeal board in and for all school districts of the county. (273.13 - Sub-sec. 8)

   E. With the assistance of the County Superintendent and the cooperation of the boards of the districts within the county plan and supervise the orderly reorganization of districts.

2. For County Superintendent

The County Superintendent of Schools shall, under the direction of the board, exercise the following powers and duties:

Exceptions to Limited Powers - Continued

A. Conduct teachers' meetings and institutes. (273.18 - Sub-sec. 8 and Chapter 272)

B. Endeavor to promote through meetings and conferences with school officers, teachers, parents and the public generally, and by the distribution of pamphlets and bulletins, an active interest in all desirable types of public school education and to suggest needed changes and improvements in the public schools of the county. (273.18 - Sub-sec. 9)

C. Submit to the County Board for its approval plans for the proper accounting of all children of school age. (273.18 - Sub-sec. 10)

D. Recommend plans and supervise arrangements for the periodic physical and dental examination of all children of the county school system and for the general promotion of health throughout the county. (273.18 - Sub-sec. 13)

E. Recommend plans for school libraries and school library services, for the proper operation of the schools of the county. (273.18 - Sub-sec. 14)

F. Cooperate with the County Board of Education in developing an adequate, efficient, safe, economical system of pupil transportation in the county. (273.18 - Sub-sec. 15)

G. Assist all district school boards upon request, in making budgets, certifying tax levies, and maintaining uniform accounting procedures. (273.18 - Sub-sec. 17)

H. Recommend to the Board of Educational Examiners the revo-

Exceptions to Limited Powers - Continued

cation of any teacher's certificate for any good cause in the manner provided by law. (273.18 - Sub-sec. 18; also 260.23)

I. Assist the County Board of Education in handling, in the manner prescribed by law, all appeal cases that may come to it. Refers to Reorganization, Chapter 275 and Transportation Laws, Chapter 285. (273.18 - Sub-sec. 19)

J. Serve, under the direction of the Superintendent of Public Instruction, as a means of communication between the Department of Public Instruction and the various school officers and teachers in the county. (273.18 - Sub-sec. 20)

K. Visit each public school in the county. (273.18 - Sub-sec. 21)

L. Visit and report upon, at the request of the State Superintendent of Public Instruction, such schools as may be designated. (273.18 - Sub-sec. 22)

M. See that all provisions of the school law, so far as they relate to the schools, or school officers, within his county, are observed and enforced. (273.18 - Sub-sec. 23)

N. Order to be closed any public school or school room taught by any teacher not certified as required by law. (273.18 - Sub-sec. 24 and Chapter 291)

O. Before erecting a schoolhouse, the Board of Directors shall consult with the County Superintendent as to the most approved plan for such building, and secure his approval of the plan submitted, etc. . . . . (297.7)

Exceptions to Limited Powers - Continued

P. In case the school corporation and said owner of the tract from which such school site was taken do not agree as to the value of such site, the County Superintendent of the county in which the greater part of such school corporation is situated shall, on the written application of either party, appoint three disinterested voters of the county to appraise said site. (297.16)

Q. Any truancy officer or any director neglecting his duty to enforce the truancy law after written notice so to do served upon him by any citizen of the county or by the County Superintendent shall be liable to a fine not exceeding twenty-five dollars and be removed from such office. The County Attorney shall prosecute such persons upon request of the County Superintendent. (299.12)

## FISCAL INDEPENDENCE OF COUNTY BOARDS OF EDUCATION

The County Superintendent shall prepare and submit a detailed itemized budget, for approval of the County Board of Education prior to the first day of July of each year. (273.18 - Sub-sec. 16)

The County Board of Education shall at the regular or a special meeting held between July 1 and July 15 consider the budget as submitted by the County Superintendent, and certify to the Board of Supervisors the estimates of the amounts needed. Such estimates shall follow the budget procedure under Chapter 24. The Board of Supervisors shall then levy a tax on all taxable property in the county for the amount certified, and the money so raised shall go into a fund hereinafter called the County Board of Education. (273 - Sub-sec. 10)

---- AND ----

PERSONNEL AND STAFF POSSIBILITIES

The County Board Shall:

Upon the recommendation of the County Superintendent, the County Board may appoint an assistant County Superintendent, and such other supervisory and clerical assistants as are deemed necessary, fix their salaries and duties. (273.13 - Sub-sec. 1)

The County Board of Education shall select a county attendance officer on recommendation of the County Superintendent. (273.13 - Sub-sec. 2)

QUALIFICATIONS OF PERSONNEL

The County Superintendent shall be a graduate of an accredited university or college, or a four-year course above the secondary level in an accredited normal school, the holder of a superintendent's certificate, and shall have had at least five years experience in administrative or supervisory work or in teaching . . . . .

The qualifications of an Assistant County Superintendent shall be the same as for the County Superintendent. (273.15)

POLICY IN GENERAL

The personnel employed by the County Board of Education must always have the complete confidence of the local school administrator, the local Board of Education and the teacher or teachers in order to be of benefit to a local school. For that very reason, a carefully established written policy is very essential for the success of the Intermediate Unit and to establish a working relationship.

The local school district many times has neither the means, the inclination nor the information and skills represented in the local faculty

Policy in General - Continued

which is required to take an inventory of the educational needs. Very few districts have the organization of professional staff required to meet these needs once they are discovered. There are many unmet needs which the people of a local community in solving will find it necessary to work together with a professional educator. The professional educator we are talking about is a specialist made available either by the Intermediate (County) Unit, or by the state or by a college.

Therefore, all efforts of local school officials and the community, together with the county and state, must be centered on how the teacher (or discussion leader when working with adult learning) can be assisted without outside interference. The aspirations and standards set up by parents and professional people in the community and specialists from outside must not ever be in conflict with those of the teacher. It is, therefore, very essential that the local teachers be involved in all planning and inventory of unmet needs.

The specialized personnel employed by the Polk County Board of Education, working under the direction of the County Superintendent of Schools, must at all times be conscious of the importance of the classroom teacher in this respect. It must be clearly understood by the supervisors and office personnel of the County Board staff that they are employed to assist local teachers, school administrators and parents. The individual's educational needs can more nearly be met by improvement of the educational program with the teacher as the key person. All the efforts and activities of the specialized personnel employed by the County Board of Education are and must be directed to improving the learning situations

Policy in General - Continued

for children, youth and adults and by working closely with the teacher and local administrator.

## POLICY IN SPECIFIC

THE BASIC PRINCIPLES UNDER WHICH THE SUPERVISORS AND PROFESSIONAL PERSONNEL EMPLOYED BY THE POLK COUNTY BOARD OF EDUCATION SERVE LOCAL DISTRICTS ARE STATED HERE:

1. Whenever a county staff member visits a local school, he or she must always recognize the authority of the local school district and respect the wishes of the administrative officer of that district.

2. The county staff members must recognize that the local school district Superintendent is the administrative officer of his school, and that the first obligation is to him unless he, in turn, has approved and requested that all or a portion of the activities may be conducted under the direction of a subordinate or a principal. This understanding is vital and absolutely necessary to assure improvement and continuity in the total school program.

3. Requests for services of county staff members from teachers and parents or groups of citizens should be channeled through the local Superintendent or his authorized representative. This must be done so the administrator and local Board of Education can be fully aware of the supervisory and/or any other activities of county staff members in the local school district for which they are responsible.

4. It is understood a request for a supervisor or any county staff member made by the local Superintendent cannot always be met under a rigid schedule, but every attempt will be made to honor all requests by definite appointments.

Policy in Specific - Continued

5. When calling on a local school, the County Supervisor or other county staff members shall immediately consult with the Superintendent or authorized representative relative to the activity for the day, and shall again report through a conference with this administrator relative to the work done before leaving the school, or arrange for appointment to do so later.

6. When a psychological examination is given to an individual child, the Superintendent or local administrator shall be requested to arrange for a conference to plan a program for the child. The individuals attending the conference should include the school administrator, the teacher (or teachers), the examiner, and the supervisor (or supervisors). A conference with the parent and teacher together with the county staff member will usually be necessary later.

When a program has been definitely decided for a child, the supervisor or psychologist may be requested to help interpret this program to the child's parents. No parent shall be involved by a county staff member without the Superintendent and teacher first being consulted. The supervisors and all other county staff members, regardless of their function, shall abide by this policy until such time as the local administrator gives an approval for said county personnel to carry on the program as he or she sees the need and with the teacher or teachers or other persons involved.

If a general order to proceed has been granted by the local superintendent of schools to county personnel, said personnel shall report his or her activity in the school or community upon the call of the superintendent and/or local board of education.

Policy in Specific - Continued

7. We fully recognize the right of individuals to differ in their educational philosophy. We also recognize that differences might result in extremely different approaches to the problems of supervision in curriculum development. Where such differences exist the supervisor must, to the extent that she can agree, carry on the supervisory program as directed by the local administrator, and only in those areas where agreement has been reached shall any member of the county staff personnel proceed.

8. The county staff members or supervisors have no administrative authority, but when curriculum development and educational growth of children are involved recommendations may be made to the local administrator, board of education and faculty relative to purchases of materials and to total school program planning.

9. The supervisor's job is to assist administrators and teachers in such a manner that the pupils will benefit from a better school program. In order to accomplish this purpose, the supervisor must have the complete confidence of each of the teachers. In order to maintain this confidence it is necessary that the supervisor refrain from rating teachers or be involved in any way so far as employment or re-employment of teachers is concerned. Rating teachers by a county staff supervisor affects the contractual relations the teacher has with the local Board of Education. The supervisor shall assist all the teachers that are employed by the local district, but have nothing whatever to do with the contractual relations of the teachers and the Boards of Education.

10. The function and activities of the professional county staff members may at times involve adults who are residents of local school

Policy in Specific - Continued

districts. When adults are involved or affected by activities of any professional county staff member, the same relationship and policy shall prevail. All activities must clear the local school administrator who, in turn, is working with his local Board of Education and community.

Budget for 1968

| | | |
|---|---|---|
| **ADMINISTRATION** | | |
| County Board Expenses | $ | 5,700 |
| Payroll | | 254,633 |
| Supplies & Expenses | | 31,980 |
| Data Processing | | 55,396 |
| **INSTRUCTION** | | |
| Special Education: | | |
| Payroll | | 184,098 |
| Supplies & Expenses | | 27,700 |
| Work-Study Program | | 1,000 |
| Guidance & Testing | | 24,650 |
| General Education: | | |
| Supplies & Expenses | | 14,600 |
| Music Education | | 2,750 |
| Dropout Study | | 25,850 |
| Improvement of Instruction | | 5,200 |
| Fixed Charges | | 33,600 |
| Operation & Maintenance | | 10,101 |
| Continued Education | | 4,416 |
| Educational Television | | 200,000 |
| Capital Outlay | | 18,112 |
| Federal Projects | | 687,261 |
| TOTAL | | $1,587,047 |

DATA ON BUDGET THE LAST FIVE YEARS

| TAXES PAYABLE | TOTAL 60% ASSES. VALUES | ESTIMATED UNENCUMBERED BALANCE | EST. INCOME OTHER THAN TAXATION | AMOUNT LEVIED IN DOLLARS | MILLAGE RATE |
|---|---|---|---|---|---|
| 1964 | $409.200,000 | $ None | $43,769 | $458,748 | 1.111 |
| 1965 | 415 612,061 | 20,000 | 54,897 | 488,893 | 1.169 |
| 1966 | 474,793,481 | None | 74,190 | 602,323 | 1.276 |
| 1967 | 488,243,334 | None | 581,038 | 717,733 | 1.470 |
| 1968 | 507,000,000* | None | 821,747 | 780,300 | 1.539 |

* Estimate only from James Sarcone

TOTAL NUMBER OF PUPILS BY GRADES IN THE TOWN ELEMENTARY & HIGH SCHOOLS
POLK COUNTY, IOWA

Reported September, 1967 for School Year 1967-68

| DISTRICT | Ungraded Elem. | Pre K & Nursery | K | 1st | 2nd | 3rd | 4th | 5th | 6th | Spec. Ed. | TOTAL | 7th | 8th | 9th | Spec. Ed. | TOTAL | 10th | 11th | 12th | Spec. Ed. | TOTAL | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. | 20. | 21. | 22. | 23. |
| ANKENY COMMUNITY | 107 | 0 | 280 | 181 | 292 | 255 | 218 | 220 | 218 | 24 | 1,795 | 185 | 160 | 184 | 0 | 529 | 174 | 143 | 157 | 0 | 474 | 2,798 |
| BONDURANT-FARRAR COMMUNITY | 0 | 0 | 35 | 56 | 40 | 38 | 28 | 40 | 42 | 0 | 279 | 46 | 31 | 42 | 0 | 119 | 36 | 37 | 21 | 0 | 94 | 492 |
| JOHNSTON COMMUNITY | 0 | 0 | 90 | 84 | 89 | 100 | 82 | 87 | 95 | 0 | 627 | 76 | 79 | 84 | 0 | 239 | 80 | 73 | 74 | 0 | 227 | 1,093 |
| NORTH POLK COMMUNITY | 0 | 0 | 64 | 70 | 67 | 78 | 60 | 57 | 72 | 0 | 468 | 57 | 74 | 64 | 0 | 195 | 55 | 67 | 56 | 0 | 178 | 841 |
| SAYDEL CONSOLIDATED | 187 | 0 | 220 | 181 | 169 | 146 | 182 | 204 | 212 | 13 | 1,514 | 191 | 208 | 194 | 14 | 607 | 158 | 152 | 139 | 12 | 461 | 2,582 |
| SOUTHEAST POLK COMMUNITY | 0 | 0 | 238 | 283 | 260 | 273 | 231 | 256 | 243 | 21 | 1,805 | 214 | 234 | 235 | 14 | 697 | 168 | 203 | 177 | 9 | 557 | 3,059 |
| URBANDALE COMMUNITY | 930 | 0 | 157 | 0 | 0 | 0 | 255 | 242 | 210 | 0 | 1,794 | 219 | 202 | 198 | 0 | 619 | 165 | 156 | 151 | 0 | 472 | 2,885 |
| WEST DES MOINES COMMUNITY | 0 | 0 | 512 | 491 | 461 | 474 | 434 | 428 | 459 | 34 | 3,293 | 445 | 393 | 407 | 10 | 1,255 | 366 | 342 | 319 | 15 | 1,042 | 5,590 |
| SUB-TOTAL | 1,224 | 0 | 1,596 | 1,346 | 1,378 | 1,364 | 1,490 | 1,534 | 1,551 | 92 | 11,575 | 1,433 | 1,381 | 1,408 | 38 | 4,260 | 1,202 | 1,173 | 1,094 | 36 | 3,505 | 19,340 |
| DES MOINES COMMUNITY | 2 | 152 | 4,368 | 4,068 | 3,909 | 3,604 | 3,392 | 3,489 | 3,447 | 639 | 27,070 | 3,396 | 3,337 | 3,174 | 256 | 10,163 | 3,218 | 3,216 | 2,833 | 196 | 9,463 | 46,696 |
| GRAND TOTAL COUNTY | 1,226 | 152 | 5,964 | 5,414 | 5,287 | 4,968 | 4,882 | 5,023 | 4,998 | 731 | 38,645 | 4,829 | 4,718 | 4,582 | 294 | 14,423 | 4,420 | 4,389 | 3,927 | 232 | 12,968 | 66,036 |